GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORRESPONDENCE SYMBOL
1. NNFL	
2.	
3.	
4.	
5.	

- ☐ ALLOTMENT SYMBOL
- ☐ APPROVAL
- ☐ AS REQUESTED
- ☐ CONCURRENCE
- ☐ CORRECTION
- ☐ FILING
- ☐ FULL REPORT
- ☐ HANDLE DIRECT
- ☐ IMMEDIATE ACTION
- ☐ INITIALS
- ☐ NECESSARY ACTION
- ☐ NOTE AND RETURN
- ☐ PER OUR CONVERSATION
- ☐ PER TELEPHONE CONVERSATION
- ☐ READ AND DESTROY
- ☐ RECOMMENDATION
- ☐ SEE ME
- ☐ SIGNATURE
- ☐ YOUR COMMENT
- ☐ YOUR INFORMATION
- ☐
- ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____
- ☐ PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

I cleared the change in the last paragraph on the first page of the letter to Kimberly with Mr. Barfield of LR. The letter can be retyped and sent out as changed. A copy of the final letter should be sent to Mr. Barfield. The yellow copy from LR should be retained as part of the file.

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORR. SYMBOL	BUILDING, ROOM, ETC.
Marion M. Johnson	TELEPHONE	DATE 9/29/72

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GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORRESPONDENCE SYMBOL
1. Marion Johnson	NNFL Room 2E
2. James B. Rhoads	N
3.	
4.	
5.	

- ☐ ALLOTMENT SYMBOL
- ☐ APPROVAL
- ☐ AS REQUESTED
- ☐ CONCURRENCE
- ☐ CORRECTION
- ☐ FILING
- ☐ FULL REPORT
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- ☐ YOUR INFORMATION
- ☐
- ☐ ANSWER OR ACKNOWLEDGE ON OR BEFORE _____
- ☐ PREPARE REPLY FOR THE SIGNATURE OF _____

REMARKS

FROM	CO	R1	R2	R3	R4	R5	R6	R7	R8	R9	R10

NAME/TITLE	CORR. SYMBOL	BUILDING, ROOM, ETC.
	LR	
	TELEPHONE	DATE

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